

# 2004-2005 Grant Year Focus Area E/Local HAN System E Assessment (*Final*)

## Quantitative Survey of Capacities

1. Which capacities does your agency's Health Alert system have? (Check all that apply)  
[E.1/19]

Our Health Alert System:

- ☐ Operates 24 hours per day, 7 days per week.  
☐ Sends health alerts within 1 hour of their final approval.  
☐ Can receive health alerts within 1 hour of their final approval.  
☐ Is tested (or used) routinely.  
☐ Our agency does not have a health alert system.

2. Have you tested or used your public health agency's HAN system in the last:

Three (3) Months ☐ Yes ☐ No  
Six (6) Months ☐ Yes ☐ No

3. Does everyone in your agency who needs a computer to perform his/her job duties have adequate access to one? [E.7/21,22]

☐ Yes  
☐ No

4. What percentage (0% to 100%) of your agency's computers has an "always on" hi-speed Internet connection? [E.8/21] \_\_\_\_\_%

5. Our agency's network currently has \_\_\_\_\_ users on it. (You may need to ask your Network Administrator)

6. In our agency we use the following anti-virus software: (You may need to ask your Network Administrator) (Check all that apply)

<input type="checkbox"/> McAfee Anti-virus Version _____	Last Updated? _____
<input type="checkbox"/> Norton Anti-virus Version _____	Last Updated? _____
<input type="checkbox"/> Other Brand _____	Last Updated? _____

7. What is the measured speed of the Internet connection in Kilobytes or Megabytes per second? \_\_\_\_\_  
\_\_\_\_\_ Kbs/Mbs (circle one).

*Note: To check your Internet connection, you may use the link below to check your connection speed in order to help you answer this question. Run the **Speed Meter** 3 times and average the speed by adding the speeds together and dividing by 3.*

[< http://www.2wire.com >](http://www.2wire.com)

8. What percent (0% to 100%) of your staff are able to effectively browse the Internet of public health/emergency response resources and information (e.g., locate the CDC bioterrorism website and link to/search for information for laboratory and health professionals)?

[E.11/22] \_\_\_\_\_%

9. What percent (0% to 100%) of staff are able to download and open a PDF or Microsoft Word file (i.e., save an Adobe Acrobat or Microsoft Word document from the Internet to their local hard drive and open it)? [E.12/22] \_\_\_\_\_%

**10. Which communications technologies does your agency have, OR have access to?**

(Check all that apply) [E.14/23]

- ☐ Fax Machine or Multi-function machine with Fax capability that is CURRENTLY IN USE.
- ☐ Blast Fax, a multi-line system generally capable of sending out many faxes simultaneously (a minimum would be a 2 line system capable of sending out two faxes at once).  
(Brand Name) \_\_\_\_\_
- ☐ Computer generated fax capability fully integrated with your agency's e-mail application (e.g., Microsoft Outlook/Exchange Server-based fax capability).
- ☐ Computer generated fax capability using a single PC and modem (e.g., WinFax).
- ☐ Wireless personal digital assistant (e.g., Blackberry or IPAQ with wireless e-mail)
- ☐ Broadcast recorded voice messaging (e.g., telephony systems or "Reverse 9-1-1")
- ☐ Conference phone
- ☐ Conference Phone Bridge
- ☐ Cell phone
- ☐ Cell phone with text messaging
- ☐ Satellite phone
- ☐ Digital pagers (numeric only)
- ☐ One-way alpha-numeric pagers
- ☐ Two-way alpha-numeric pagers
- ☐ Two-way radios (VHF, UHF, Law Enforcement, Fire, P25, etc)
- ☐ High-frequency radios

**11. Our hi-speed Internet connection(s) and ANY and ALL computers, workstations and/or servers in our office are protected by? (Check all that apply and list brand names of equipment and/or software used.) (You may need to ask your Network Administrator to answer some of these questions.)**

☐ Software-based firewall (Brand Name) \_\_\_\_\_ [E.34/26]

☐ Hardware-based firewall (Brand Name) \_\_\_\_\_ [E.34/26]

(The State of Montana handles firewall protection on SummitNet, so local agencies on SummitNet do not need their own firewalls. SummitNet users are behind the State's hardware firewall so Brand Name = SummitNet)

☐ Our agency does **not** have firewall protection.

☐ Automated software updates (e.g., Software patches automatically applied to PCs and Servers with Microsoft Windows Operating Systems utilizing "push" software i.e. Patchlink)  
(Brand Name) \_\_\_\_\_ [E.32]

☐ Our agency's Windows XP and Windows 2000 computers are set to automatically notify us that new critical updates and security patches are available for downloading.

☐ Manual software updates (e.g., Software patches manually applied to PCs and Servers with Microsoft Windows Operating Systems) [E.32]

☐ Automated data back-up schedule (only applies to servers and selected workstations – all servers should be on an automated backup schedule)  
(Backup Software Brand Name) \_\_\_\_\_ [E.33/29]

☐ Manual data back-up schedule (only applies to selected workstations) [E.33/29]

**12. Policies and procedures supporting network, workstation and Internet connection security**

(Check all that apply). (**Attach your policies to this Assessment**)

- \_\_\_\_\_ Our Internet connection/network has had a security analysis performed on it within the last 18 months (grantees may check this box if they are on SummitNet) [E.35]
- \_\_\_\_\_ Our agency has written policies that address E-mail and Internet use by staff? [E.27a/27]
- \_\_\_\_\_ Our agency has written policies that prohibit the downloading/installing of non-work related software. (e.g. screen savers, file sharing software, tool bars etc.)
- \_\_\_\_\_ Our agency doesn't have any policies governing Internet/E-mail use.
- \_\_\_\_\_ Our agency has written policies that address maintaining the confidentiality of electronic records with patient identifiers (e.g., word processing documents listing recipients of reproductive health services on a local hard drive) [E.27]
- \_\_\_\_\_ Our agency has written policies that address password protection of network resources, and workstations (e.g., mandatory password changes when staff leave their jobs or use of password protected screen savers on workstations with access to patient information)? [E.27d/E.29/E.30/27]
- \_\_\_\_\_ Our agency's computers are **not** password protected.

**13.** Which types of information technology expertise does your agency employ or have access to? (Check all that apply) [E.19]

- \_\_\_\_\_ Our local Health Agency or local County Government has hired dedicated staff or has obtained contracted services to support our technology and information systems including internal user support (i.e., network support).
- \_\_\_\_\_ Our local Health Agency or local County Government has a comprehensive technology infrastructure plan or planning process in place.
- \_\_\_\_\_ Our local Health Agency or local County Government has support in place to provide for IT security, IT disaster recovery and IT disaster planning
- \_\_\_\_\_ Our local Health Agency or local County Government has support in place to provide for the use of and/or actively promote and plan for the implementation of Geographic Information Systems (GIS) and/or other means of analysis and visualization of electronic data.
- \_\_\_\_\_ Our local Health Agency or local County Government has **none** or virtually no support in place to provide for the use of and/or actively promote and plan for the implementation and support our technology and information systems.